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7 NOV 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Report of Actions Affecting Personnel  
Utilization

1. Reference is made to the instructions given in your staff meeting of 27 August 1957 to advise you of any personnel reductions or organizational changes affecting personnel utilization.

2. Following are instances of utilization of Office of Security personnel on protracted assignments, outside of the usual Office or Agency pursuits, which in effect reduce the available personnel in this office.

a. One Physical Security Officer has been assigned to the Office of Defense Mobilization on a full-time basis since 11 June 1957. This assignment is currently in effect and is expected to continue into December of this year.

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c. From two to five Special Agents have been assigned on a full-time basis since 7 August 1957 performing custodial duties in connection with an important Government witness in

25X1A13C

Specifically, a total of 406 man-days have been expended in full-time assignments on this case up to and including 31 October 1957, as follows:

2 Special Agents - 7 August through 11 August  
4 Special Agents - 12 August through 20 August  
5 Special Agents - 21 August through 31 October

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Five Special Agents have continued on this duty since 31 October and the termination date of this requirement is not as yet known.

3. Planning for the New Headquarters Building has placed an unusual requirement on this office in that it has been necessary for many months to assign four Security Officers on a full-time basis to this project to the exclusion of any other work. This requirement has now reduced to the following current assignments:

a. One Senior Security Officer spends about one-third of his time in a security advisory capacity with the Building Planning Staff.

b. Three Senior Security Officers spend about 65% of their time within the Office of Security on security aspects concerned with the New Building.

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Shepherd Edwards  
Director of Security